

# Library Code of Conduct

**Administrative Authority:** Library and Archives Council, J.N. Desmarais Library

**Approval Date:** March 2014

**Effective Date:** March 2014

**Review Date:** March 2017

**Purpose:** This Code of Conduct is based on the principles of courtesy, cooperation and respect amongst all members of the university community as well as visitors when making use of Library materials, services and facilities.

The following regulations are observed in the Library:

1. Lidded or canned non-alcoholic beverages are the only permitted drinks.
2. The third floor is a designated Quiet Area where no conversation is allowed. Cell phones may be used only in stairwells or study rooms, and headphones are required when using any device that emits sound.
3. The Brenda Wallace Computer Centre is also a Quiet Area, except when it is used for teaching.
4. Patrons are required to show valid identification upon request of the Library staff.
5. Patrons are expected to respect posted signs and to use the Library's resources and facilities for designated purposes only.

The Library staff is responsible for ensuring that the Library Code of Conduct is followed. Security staff may also be called.

The following protocol is observed when the Code is contravened:

- Verbal warning
- Expulsion from the Library
- Loss of Library privileges

Exclusion or loss of privileges requires the completion of a report by the staff member, which will then be reviewed by the Coordinator of Access Services.

The patron may submit a written appeal of the sanction to the Coordinator of Access Services. The Coordinator's decision may be appealed by the student to the University Librarian.

**Related University Policies:** Code of Student Conduct, Policy on a Respectful Workplace and Learning Environment, Statement of Student Rights and Responsibilities.

**History of Revisions:** This policy supersedes the policy approved by Library and Archives Council in May 2013.